

STATEMENT OF WORK

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INTRODUCTION / BACKGROUND

This contract is issued for the performance of Readiness Assessment Activities/Services in support of Central Plateau Cleanup Company (CPCC) work scope. CPCCo is a prime contractor to the Department of Energy (DOE) and all work on this Statement of Work will be performed in support of the CPCCo contract with DOE.

1.0 DESCRIPTION OF WORK – GENERAL

Contractor shall provide Readiness Assessment Technical Support to assist CPCC conduct an independent readiness review for implementation of the Sitewide Transportation Safety Document (TSD). Document development in support of this effort will include an Implementation Plan and Final Readiness Assessment Report. The work location for this activity is on the Hanford site located in Richland, Washington. Contractor employee(s) shall be responsible for independently planning, organizing and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables and in accordance with all provisions of the contract.

2.0 DESCRIPTION OF WORK – SPECIFIC

The work scope for this activity includes the resources, material and/or equipment necessary to accomplish the following CPCCo activities. The work activities, readiness documents, and readiness process will be performed in accordance with CPCC-PRO-OP-055, *Startup Readiness* and CPCC-GD-OP-11615, *Startup Readiness Guidance*.

- Select the TSD Readiness Review Team.
- Develop Implementation Plan (IP) which defines the scope of the review (breadth and depth) based upon the boundaries identified in the Plan of Action (POA) and contains the Criteria and Review Approach Documents (CRADs).
- Conduct document reviews of CRAD documentation to assess readiness of TSD implementation.
- Provide scheduling and logistics support for the Readiness Review Team during their review activities.
- Conduct interviews of personnel associated with the TSD implementation to assess implementation of TSD requirements and process.
- Evaluate a Performance Demonstration of a shipping evolution utilizing the revised TSD.
- Evaluate an emergency response or operational drill related to a transportation/shipping incident.
- Generate the Final Readiness review report and provide a briefing to CPCCo Facility Management Team related to readiness to proceed determination, issues, findings, etc.

- Approve and provide the final report to Facility Management.

Written reports will be submitted in Microsoft Office format or as defined in section 7.2 below and as agreed to between the Contractor and the Buyer Technical Representative (BTR). All submittals will be in accordance with CPCCo procedures.

2.1 Task Description

The work products and services to be provided are described in detail in Section 3.0.

2.2 Special Requirements

No special requirements are identified for the managed task.

2.3 Acceptance Criteria

Work products and services provided shall meet all applicable CPCCo procedures for control and review of work products and pertinent regulatory requirements, as required by this contract and incorporated provisions.

Startup and Readiness documents will be developed per CPCC-PRO-OP-055, *Startup Readiness* and CPCC-GD-OP-11615, *Startup Readiness Guidance*.

2.4 Organizational Interfaces

The Contractor shall interface with various CPCCo (and other) organizations through the CPCCo Contract Specialist (or designee), as required. The interfaces are the BTR, Nuclear Operations Support and Compliance Manager, Transportation Safety Manager, Project Management, Maintenance and Conduct of Work Technical Support Manager, TSD Readiness Review Coordinator.

2.5 Work Not Included

This section is not applicable.

2.6 Buyer Furnished Materials and Equipment

The CPCCo will furnish the following materials, equipment and facilities at no cost to the Contractor for use in performing this work scope:

Office/cubicle, computer, and necessary supplies to conduct scope of work on the Hanford Site.

2.7 Site Conditions and Known Hazards

The site conditions and/or known hazards are general office hazards and industrial hazards.

2.8 Site Coordination Requirements

There are no special site coordination requirements for this managed task scope.

3.0 TECHNICAL REQUIREMENTS

Contractor will perform in accordance with the terms and conditions of this contract, CPCCo internal policies and procedures, and quality assurance provisions, including safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards.

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The review team leader must be qualified to manage and conduct the readiness review. The basis for qualification includes:

- A. Technical familiarity with the activities and functional areas being reviewed.
- B. Previous performance-based review or assessment experience or training (e.g., qualified Level I Lead Assessor).
- C. Demonstrated leadership and managerial skills.
- D. Readiness Confirmation Review experience or formal training.
- E. Independence from the project or operation to be reviewed.

3.1 Work Location / Access Requirements

To be determined upon contract initiation and it is expected the Readiness Assessment Coordinator will be on site for some of the interface tasks and activities.

4.0 PERSONNEL REQUIREMENTS

4.1 Training and Qualification

- A. The Contractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their skill of craft at the Hanford site.
- B. Knowledgeable on DOE O 425.1D, *Verification of Readiness to Start Up or Restart Nuclear Facilities*.
- C. Knowledgeable in CPCCo Readiness Process as outlined in CPCC-PRO-OP-055, Startup Readiness and CPCC-GD-OP-11615, Startup Readiness Guidance.
- D. Must have experience in conducting Readiness Reviews as a Team Leader.
- E. For any on site work, general site access badging is required.
 - Special clearance requirements will be provided, if applicable.

4.2 Site Access and Work Hours

- A. Work will be done on a 4 x 10 schedule. The standard workday shall consist of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated as an unpaid period for lunch. No work occurs on the non-working Fridays. If schedule alternative is required BTR will communicate to contractor's contact.

5.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist CPCCo in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations and directives.

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Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Biobased products as designated by the USDA www.biopreferred.gov.

The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the contract [General Provisions](#) and, when work is being conducted on site, the additional ESH&Q requirements in [SP-5](#) (*On-Site Services*) should be followed.

6.0 MEETINGS AND SUBMITTALS

6.1 Meetings

- A. Contractor shall participate in the following meetings:
- a. Readiness Assessment Team In-brief meeting with the BTR, Transportation Safety Manager, and Facility Management Team.
 - b. Daily Out-brief meetings with Transportation Safety Manager and respective Facility Management during the Readiness Assessment.
 - c. Final out-brief meeting to discuss the results for the assessment.
 - d. Interviews conducted during the assessment.
 - e. Readiness Assessment Team Meetings during the assessment

6.2 Submittals

Generally, documents shall be provided with an electronic file submitted in the current site standards. Clean originals of all figures, tables, or other graphics not contained in the text file shall also be provided and separate files submitted. Submittals shall be provided in electronic format unless available only as a hard copy. Electronic formats must be non-password protected in one of the following formats:

- Microsoft® Office Compatible
- Portable Document Format (PDF)
- Tagged Image File Format (TIFF)
- Graphics Interchange Format (GIF)
- Joint Photographic Experts Group (JPEG)
- Windows Media Video (WMV)
- Moving Picture Expert Group (MPEG)
- Extensible Markup Language (XML)
- HyperText Markup Language (HTML)
- Comma Separated Values (CSV)
- Text (TXT)
- AutoCAD (DWG)

- A. Weekly Activities Report: The Contractor shall provide Buyer with a Weekly Activities Report identifying detailed work activities performed for the week/day: by name/hours worked and company, and if applicable, any detailed problems or issues in completing assigned work. Weekly Activities Reports shall be submitted to the BTR by 10:00 a.m. each week documenting the previous week's activities. Additionally, the Weekly Activities Reports will be submitted as an attachment to each invoice. Submission of

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Weekly Activities Reports is required until the contract work is completed. A Weekly Activities Report will be submitted on weeks where no work has been done.

7.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

- A. Submittal Register – not required
- B. Deliverables include:
 - a. Implementation Plan (IP).
 - b. TSD Readiness Assessment Final Report.